



PROJECT PROPOSAL

THE U.S. MISSION TO NATO General Competition Grant Program

1. APPLICANT'S CONTACT INFORMATION

a. Name of the Organization:	
b. Website:	
c. Application submission (date):	

2. BASIC INFORMATION ABOUT THE PROPOSAL

A.	Project title:		
B.	Amount requested (USD):	US Embassy Share (USD):	Total Cost of the project (USD):
C.	Project locations:		
D.	Target audience:		
E.	Project duration (in months):		
F.	Project dates:	From:	Click here to enter a date.
		To:	Click here to enter a date.
G.	Other partner organizations/institutions involved in the project:		

IMPORTANT! Descriptive parts may not exceed indicated number of characters per section. Narrative should be double-spaced in 12-point, Calibri (Body) font. Shorter applications are encouraged. Longer applications will be considered non-responsive and will not be reviewed.

3. ELEVATOR PITCH/PROJECT SUMMARY

Maximum 10 lines.

It must provide a summary of the identified needs, proposed activities, and expected results and timeline.

4. BACKGROUND OF THE ORGANIZATION

Maximum 1500 characters (with spaces).

Include organization's technical and management capacities. Applications must include a clear description of the applicant's management structure and expertise in defense and security issues. Besides information about the organization as a whole, this section must also identify the proposed management structure and staffing plan for the proposed project.

5. RESUMES/BIOS OF KEY PROJECT STAFF

Maximum 1500 characters (with spaces) per person.

A bio must be included for the proposed key staff person, such as the Project Director. If an individual for this type of position has not been identified, the applicant may submit description, identifying the qualifications and skills required for that position, in lieu of a resume.

6. ANY PREVIOUS U.S.

GOVERNMENT FUNDING:

☐ YES

☐ NO

Maximum 1500 characters (with spaces).

If YES, please identify projects, year(s) funded, and funding amounts:

7. JUSTIFICATION/PROBLEM STATEMENT

Maximum 1000 characters (with spaces).

Describe why this project is needed. Justification of the perceived problem should be presented, with any available qualitative and quantitative information.

8. DESCRIPTION OF ACTIVITIES

Maximum 5000 characters (with spaces).

Describe activities, their implementation plan, timeframe/draft schedule, target audience, use of standard and social media.

9. PROJECT GOAL, OBJECTIVES & PERFORMANCE INDICATORS

Maximum 2000 characters (with spaces).

Describe project goals (i.e. general statements of intent), objectives (which define a specific problem or task to be accomplished), indicators, and milestones and how they will be achieved. Describe how success will be measured with specific performance indicators and expected outputs.

10. PROJECT OUTPUT AND SUSTAINABILITY

Maximum 1000 characters (with spaces).

Program impact. Short-term and long-term results; continued activities after the project ends.

The budget must identify the total amount of funding requested, with a breakdown of amounts to be spent.
The budget **needs to be calculated in U.S. dollars.**

11. BUDGET (itemize any amount larger than \$200):

	ITEM (provide as many detailed items as possible)	A	B	C	D	E
		NO. OF UNITS	PRICE PER UNIT	U.S. SHARE OF THE COST (A x B)	APPLICANT'S SHARE OF THE COST (IF ANY)	TOTAL (C+D)
A.	Staff time/salaries (taxes included)*					
	SUBTOTAL A					
B.	Program Costs					
	SUBTOTAL B					
C.	Administrative/Indirect Costs**					
	SUBTOTAL C					
D.	Travel Costs (hotel, transportation, per diem)***					
	SUBTOTAL D					
E.	Meeting/space rental					
	SUBTOTAL E					
F.	Other (e.g. banking fees, rental equipment)					

	SUBTOTAL F					
	GRAND TOTAL (A+B+C+D+E+F)					
<p><i>*Salaries in reasonable amounts can be paid to project's key personnel for the portion of their time devoted to the work in this project. The total amount of salaries requested should not exceed 30 per cent of the overall budget</i></p> <p><i>**If the budget does not include a Negotiated Indirect Cost Rate Agreement (NICRA), the 10% flat rate applies. For all NICRA and indirect rate inquiries please contact AQM-NICRA@state.gov.</i></p> <p><i>*** All Federal Government-financed international air transportation must be accomplished by U.S. Flag air carriers or U.S. code sharing to the extent that service by those carriers is available.</i></p>						

12. BUDGET NARRATIVE

Maximum 2000 characters (with spaces).

Provide details for individual items listed in the budget lines. The purpose of the budget narrative is to supplement the information provided in the budget spreadsheet by justifying how the budget cost elements are necessary to implement project objectives and accomplish the project goals. The budget narrative is a tool to help the Embassy staff fully understand the budgetary needs of the applicant and is an opportunity to provide descriptive information about the costs beyond the constraints of the budget template. Together, the budget narrative and budget spreadsheets should provide a complete financial and qualitative description that supports the proposed project plan and should be directly relatable to the specific project components described in the applicant's Implementation Plan.